

LOUISVILLE METRO  
ARTS & CREATIVE  
INDUSTRIES  
EXTERNAL AGENCY  
FUND FY17

*APPLICATION  
GUIDELINES*



## **Fiscal Year 2017 Arts & Creative Industries External Agency Funding (EAF) Competitive Application**

Louisville Metro Arts & Creative Industries EAF Funds are awarded annually to non-profit organizations offering programs or services in Louisville/Jefferson County that align with Metro's Strategic Goal.

**Metro Strategic Goal:** *Build opportunities for the arts and creative industries, through:*

- Expand economic development strategies through the arts and creative industries
- Pursue creative place-making and arts-based programs in neighborhoods that have experienced disinvestment
- Expand opportunities for citizens to access and engage with visual, performing and other arts experiences

Louisville Metro Government employs a competitive granting strategy and strives to award funding to agencies that demonstrate a measurable positive impact in the community and are good stewards of taxpayer dollars. Our goal is to invest in programs that achieve the most effective and efficient results. Successful grantees will be required to report on their success in meeting goals and outcomes.

### **Application Process:**

***You must participate in the Mandatory Orientation Webinar before submitting an application!***  
**If you are not able to participate in the live Orientation Webinar, you must view the webinar (link found on the EAF webpage: [www.louisvilleky.gov/EAF](http://www.louisvilleky.gov/EAF)) or you can send an email to [EAF@louisvilleky.gov](mailto:EAF@louisvilleky.gov) and request a link to the recorded version.**

Louisville Metro Government will accept applications, via the online survey, until **Friday, March 18, 2016 at 5:00pm** from qualified non-profits that are committed to providing services that achieve meaningful outcomes for Metro citizens in the service categories described above.

### **What's new?**

To simplify the application process, increase operational efficiencies, and highlight the increased focus on program outcomes, Louisville/Jefferson County Metro Government has made the following changes to the application:

- Mandatory Orientation Webinar participation (February 25, 2016)
- Agencies will be required to provide information regarding all funding received through Metro Government and other funding sources.

## THINGS TO KNOW ABOUT THE ONLINE APPLICATION TOOL

We are once again using the online tool called Survey Monkey. This tool will allow you to exit and re-enter the application as often as needed, without losing your information, as long as you are using the same computer, until the **application closes at 5:00pm on March 18, 2016.**

(\*NOTE: PLEASE USE A NEW APPLICATION FOR EACH PROGRAM APPLICATION.)

### **However, there are a few things you need to know:**

- You must **use the same computer** once you start working on the application online as your responses are tied to your computer's IP address.
- Technology can sometimes be unpredictable. Therefore, we recommend that as you enter information into each section, click on the "Next" button to save your work.
- It is highly recommended that you **draft your responses in WORD** to ensure adherence to the word limitations where noted.
- You will not receive a copy of your application once submitted. For this reason, we recommend that you **print a copy of your application** for your files before the submission period ends on March 18, 2016 at 5:00pm. To do so, simply go back to the beginning of your application using the "Prev" button and **print each section.** You can move from section to section using the "Next" button. Each section will print in its entirety using the print function located at the top of your toolbar.

### **TECHNICAL ASSISTANCE WILL BE AVAILABLE**

Please email questions to [ARTSEAF@louisvilleky.gov](mailto:ARTSEAF@louisvilleky.gov).

## **Continuation Funding Request Application**

The continuation funding request application is intended for programs that currently receive EAF funds for Fiscal Year 2016 (7/1/2015-6/30/2016) and are seeking continuation of that funding for Fiscal Year 2017. **Agencies will complete one application per continuation program.**

### **Your agency should complete this application if the following applies:**

Your agency was funded through the Arts EAF fund in FY16 and the same program(s) will be enhanced or expanded in FY17.

## **New Funding Request Application**

The new funding request application is for programs that have been in existence for a minimum of 6 months prior to January 1, 2016 and that did NOT receive EAF Funds for FY16 (7/1/2015-6/30/2016). **Agencies will complete one application per new program.**

### **Your agency should complete this application if one of the following applies:**

- Your agency was NOT funded with EAF general funds during FY16.
- Your agency was funded for a specific program in FY16, but you would like to apply for a different or an additional program for FY17.

**PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING YOUR APPLICATION AND MAKE SURE THAT YOU HAVE PARTICIPATED IN THE MANDATORY ORIENTATION WEBINAR!**

### **FY17 Application Instructions:**

- Applications are to be submitted online through Survey Monkey.
- Applications must be submitted by **5:00pm on March 18, 2016**. Applications are time-stamped upon submission.
- Organizations applying should submit only one application per program requesting funding.
- Please note that Survey Monkey will allow you to exit and re-enter the application as often as needed, without losing your information, until the application closes at 5:00pm on March 18, 2016.
- Organizations submitting applications must be able to demonstrate the benefits to the population being served and include goals and outcomes to be tracked and measured.
- It is highly recommended that you draft your responses in WORD to ensure adherence to the word limitations where noted.
- REMEMBER TO PRINT A COPY OF YOUR COMPLETED APPLICATION FOR YOUR FILES BEFORE THE APPLICATION CLOSES ON MARCH 18, 2016 AT 5:00PM. No other copy will be provided.

**Please contact us using the following email address if you are interested in submitting additional program applications. Each additional program**

**application will have its own unique link. We will provide you with a new survey link each time you complete an application and request a new link for your next program application.**

**Please be specific that you are requesting an Arts & Creative Industries EAF application link for FY17.**

**TECHNICAL ASSISTANCE WILL BE AVAILABLE**

**[ARTSEAF@louisvilleky.gov](mailto:ARTSEAF@louisvilleky.gov)**